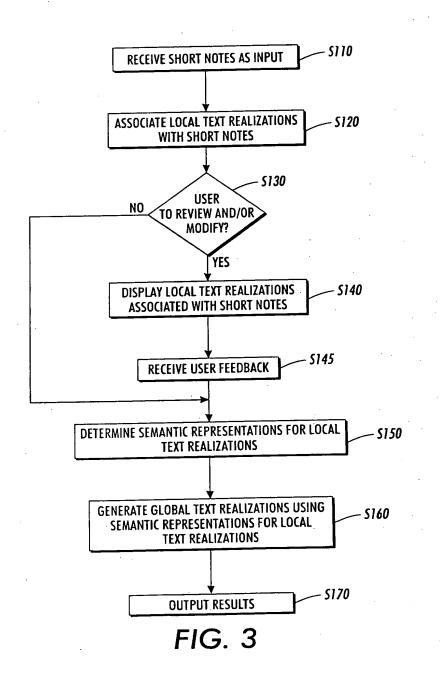
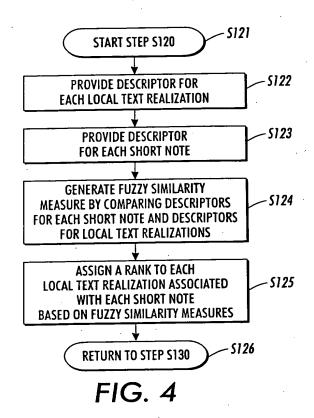
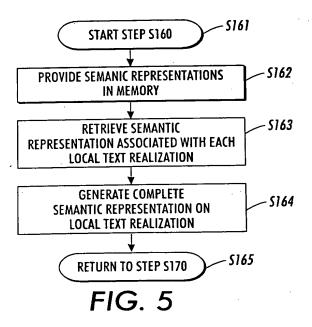


FIG. 2







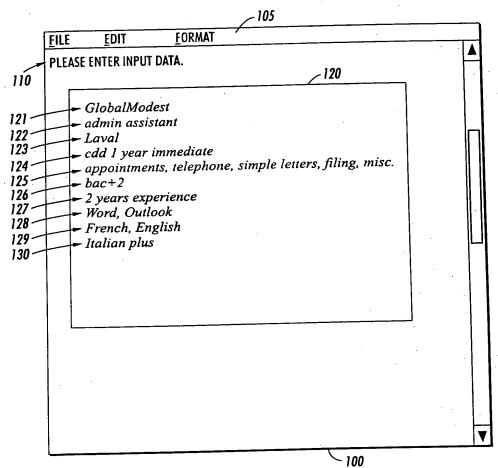


FIG. 6

THE EDIT	FORMAT - 205		
FILE EDIT	IDING OF YOUR INPUT DATA.		
FKF 12 IUF OMDEKZINI	STAKES. PLEASE VALIDATE. 210		F
230	770		1
admin assistant	The job offer is for an administrative assistant	251	
231	251a—— Other	231	
GlobalModest	The hiring company's name is Global Modest	252	1
232	Other		
Laval	253a — The job location is Laval, Quebec		
	253b The job location is Laval, France	<u>253</u>	H
<u>233</u>	253c Other	<u> </u>	1
cdd <u>234</u>	The contract type is a CDD	<u>254</u>	
	Other	<u> </u>	
1 year 235	The contract duration is for 1 year	255	-
	Other	200	-
immediate 236	The position is to be filled immediately	256	_
236	Other	250	
annoista cata	The job involves handling appointments	257	
appointments 237	Other	2.37	
	The job involves answering the telephone	258	
telephone 238	Other	230	
simple letters	The job involves preparing routine letters	259	.
	Other	237	
Clina austam	The job involves creating a filing system	260	
filing system	The job involves organizing and maintaining the filing s	ystem	◂
<u>240</u>	Other		
miss	The job involves other miscellaneous tasks	241	
misc <u>241</u>	Other	<u>261</u>	-
bac+2 242	At least a bac+2 level is required	262	1
	Other		ì
2 years experience	At least 2 years of previous experience are require	₫ 263 l	1
243	Other		ì
Word	264a - Excellent skills in Word are required		
7707u	264h - Experience with Word is required		
244	264c - Excellent skills in Word are desirable	<u> 264</u>	
<u>244</u>	264d - Experience with Word is desirable		
	264e — Other		
Outlook	Excellent skills in Outlook are required		
Outtook	Experience with Outlook is required		
. 045	Excellent skills in Outlook are desirable	<u> 265</u>	
<u>245</u>	Experience with Outlook is desirable		
	Other		1 1
French	Fluent knowledge of French is required		
	Knowledge of French would be desirable	<u> 266</u>	• '
<u>246</u>	Other		
English	Fluent knowledge of English is required		1
English	Knowledge of English would be desirable	<u> 267</u>	
<u>247</u>	Other		]
Italian mless	Fluent knowledge of Italian would be desirable		1
Italian plus	Knowledge of Italian would be desirable	<b>—</b>	
0.40	Fluent knowledge of Italian is required		1
<u>248</u>	Knowledge of Italian is required	<u> 268</u>	
	Other		1
			_

FILE <u>E</u> DIT	FORMAT 205	
THE LINDEDSTAN	IDING OF YOUR INPUT DATA.	
FKF 12 THE ONDERSTAIN	STAKES. PLEASE VALIDATE. 210	F
LEASE CURRECT ANT MI	STAKES, PLEASE VALIDATE. 270 250	
admin assistant	The job offer is for an administrative assistant	1
	Other	
	The hiring company's name is GlobalModest	1
GlobalModest	Other	-
	The job location is Laval, Quebec	1
Laval	The job location is Laval, Quebec	-
	The job location is Laval, France	$\parallel$
	Other	11
cdd	The contract type is a CDD	1
	Other	-11
1 year	The contract duration is for 1 year	Ш
	Other	-
immediate	The position is to be filled immediately	-
	Other	- [.
appointments	The job involves handling appointments	1
	Other	ı
telephone	The job involves answering the telephone	- 1
tetephone	Other	-
simple letters	The job involves preparing routine letters	-
	Other	- [
filing system	The job involves creating a filing system	-
Jung system	The job involves organizing and maintaining the filing system	- 1
	Other	- {
misc	The job involves other miscellaneous tasks	- 1
	Other	- 1
bac+2	At least a bac+2 level is required	Ì
	Other	1
2 years experience	At least 2 years of previous experience are required	j
	Other	Ì
	Excellent skills in Word are required	-
Word	Experience with Word is required	
	Excellent skills in Word are desirable	-
	Experience with Word is desirable	
	Other	
	Excellent skills in Outlook are required	
Outlook	Experience with Outlook is required	
	Excellent skills in Outlook are desirable	ŀ
	Excellent skills in Outlook are desirable	1
	Experience with Outlook is desirable	1
	Other	1
French	Fluent knowledge of French is required	1
	Knowledge of French would be desirable	1
	Other	1
	Fluent knowledge of English is required	
English		
English	Knowledge of English would be desirable	
English	Other	
	Other  Fluent knowledge of Italian would be desirable	
English  Italian plus	Other  Fluent knowledge of Italian would be desirable  Knowledge of Italian would be desirable	
	Other  Fluent knowledge of Italian would be desirable  Knowledge of Italian would be desirable  Fluent knowledge of Italian is required	
	Other  Fluent knowledge of Italian would be desirable	

405 FILE EDIT FORMAT TEXT CORRESPONDING TO YOUR INPUT DATA. GlobalModest is looking for an Administrative Assistant for its Laval office in France. The position is a CDD for one year to be filled immediately. The main duties will be to schedule appointments, to answer the telephone, to prepare routine letters, to organize and maintain the filing system and to perform a variety of other miscellaneous duties. The candidate should have a Bac+2 level, at least two years experience in a similar position and excellent skills in Word and Outlook. Fluent knowledge of both French and English are required, with Italian a plus. 420 ~ 400

FIG. 9

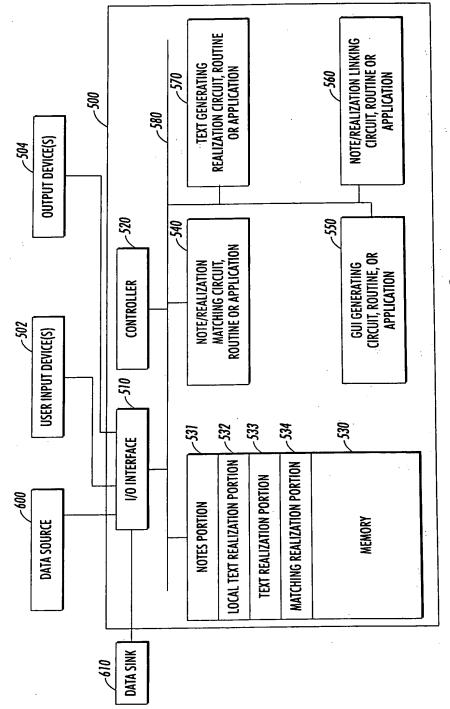


FIG. 10